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Subject: OSO Administration

In connection with the reorganization of 1 July 1947, which afforded OSO separate administrative support under the control of the ADSO, certain definitions and authorities are established below to clarify such control and its relationship to general CIA administration.

All non-operational and housekeeping property, supplies, and equipment needed by OSO in Washington will be furnished by the Services Branch, CIA and will be subject to CIA controls and property regulations. All overseas property and strictly operational property utilized by OSO, including communications equipment, will be the responsibility of OSO and will be regarded as OSO property. Any question as to the operational nature of property will be resolved by the Executive Director. Authority is hereby delegated to ADSO to prescribe rules and regulations similar so far as practicable to those of CIA governing (1) control of OSO property in the possession of OSO employees and agents, (2) accountability, and (3) responsibility for such property. All property, supplies, and equipment procured by the Services Branch, CIA for OSO overseas or for operational use, including communications equipment, will be considered normal CIA property until transferred to the Transportation and Supply Branch, OSO. To preserve the necessary security, OSO will assume full responsibility and accountability upon such transfer, and the Services Branch, CIA will drop the transferred property from its records as expended items. OSO will make no reports to the Services Branch, CIA on property held by or transferred to OSO, and no reports of dollar accountability for such property will be made.

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There is hereby established a Property Survey Board for OSO to be composed of a representative of OSO appointed by ADSO and one representative each from the Office of the Executive for Inspection and Security and the Office of General Counsel, who shall be acceptable to ADSO. This Board shall have authority to take final action in regard to OSO property to (1) determine the pecuniary liability, or relief from responsibility, of employees and agents of OSO for the loss, destruction, or theft of or damage to Government property, and (2) direct ultimate disposition of OSO property worn out through fair wear and tear or otherwise rendered unserviceable or obsolete in the service of the Government without fault of any individual.

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Approved For Release 2001/08/10 : CIA-RDP54-00177A000200070049-2

19 December 1951

TO : Deputy Director (Administration)
THROUGH: Assistant Director for Policy Coordination
FROM : Chief, Administrative Services
SUBJECT: Administrative Support - OPC

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1. In view of recent decisions by the Director and a desire on the part of Administrative Services to accomplish as much forward planning as is possible to be sure of providing adequate administrative support for field activities of OPC, a meeting was held with Mr. [REDACTED], Chief, Administration and Logistics Staff, OPC, on Monday, 17 December 1951, to discuss the problems involved. The problems which we discussed were with particular regard to real estate, machine records, reproduction and printing and transportation.

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2. The discussion led to the fact that Mr. [REDACTED] staff must of necessity look to the area divisions for information with regard to future operations and that the planning within the area divisions is rather difficult due to the lack of a sufficient number of trained personnel to assist in determining support requirements.

3. Planning is, of course, the first phase of the problem; the second phase obviously is implementation. At the present time Administrative Services would not be in a position to give support to planned operations in the future because of a lack of information regarding these plans. It is obvious that Administrative Services will have to materially assist the area divisions, through the Chief, Administration and Logistics Staff, in developing concrete plans acceptable to the Project Review Committee and which are sufficiently clear-cut to provide implementation.

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4. At this meeting, I suggested to Mr. [REDACTED] that, with the approval of the DD/A, Administrative Services could establish what I would call a Field Group, which would be in addition to the normal T/O of Administrative Services, primarily for the purpose of recruiting skilled and experienced personnel and the training of the personnel. In this manner Administrative Services would be in a position to provide trained personnel to the area division to assist in the planning activity and also to supply personnel for overseas bases.

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5. Plans at the present are not sufficiently complete to support a Field Group. However, if administrative support is to be given as required by OPC, recruitment and training action must be taken now. For that purpose, I recommend fifty (50) additional positions ranging from GS-7 to GS-14 for recruitment and training, in accordance with schedules of tentative requirements to be agreed upon with representatives of OPC.

6. In view of the fact that this matter affects almost every other administrative activity in the same manner that it affects Administrative Services, and in some cases to a greater extent, I recommend that the establishment of Field Groups for the same purposes be authorized for other administrative activities.

6. /
[REDACTED]

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CONCUR:

[REDACTED]
Chief, Administration & Logistics Staff, OPC

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cc: Chief, Administration & Logistics Staff, OPC
Chrono
OPC File ✓